

# Data Disaggregator



## Import Data Process

## Data Disaggregator – Import Data Process

Before you begin ...

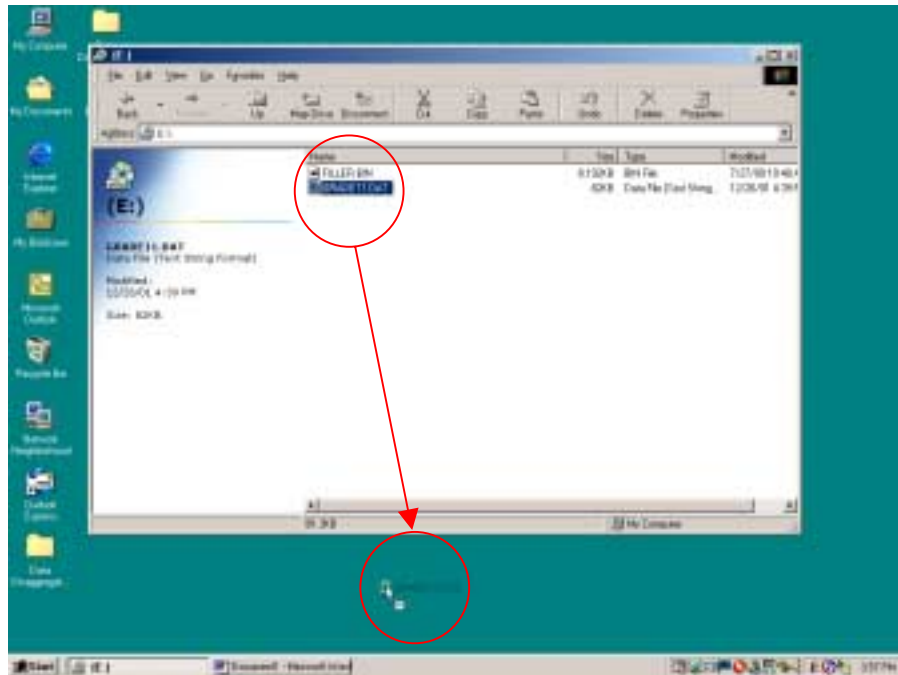
1. The Data Disaggregator templates have been designed to be used in a Windows 95/98 environment with EXCEL 97/2000.
2. You will need the appropriate pupil level data CD from NCS.
3. For best viewing results, your screen resolution should be set to 800 x 600, or higher.



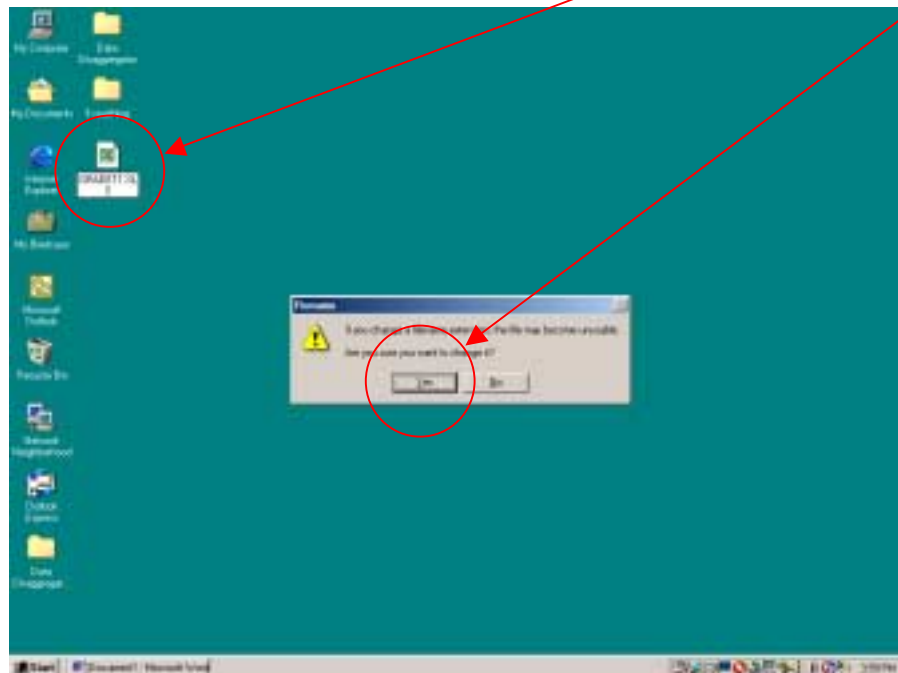
4. You must be able to view the file extensions in order to rename the GradeXX.dat file to GradeXX.xls.



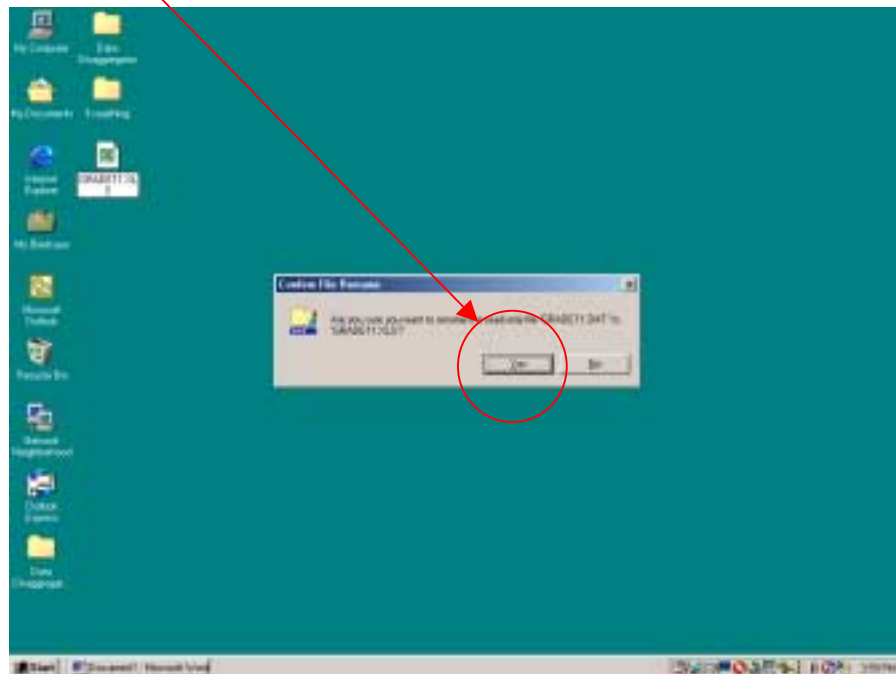
Step 1 - Place the data CD into the CD drive. Single left-click on the GradeXX.dat file and drag it onto the desktop. Once you drag the file onto the desktop, the CD drive window should be closed.



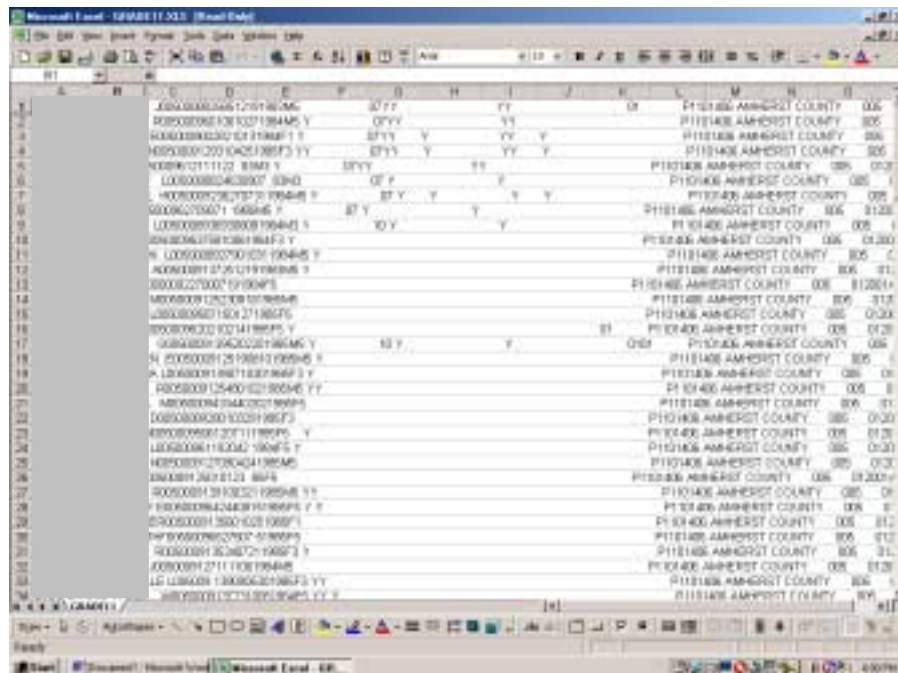
Step 2 – Change the extension name of the GradeXX.dat file to GradeXX.xls. A caution prompt will appear asking if you really want to change the extension name – select **Yes**.



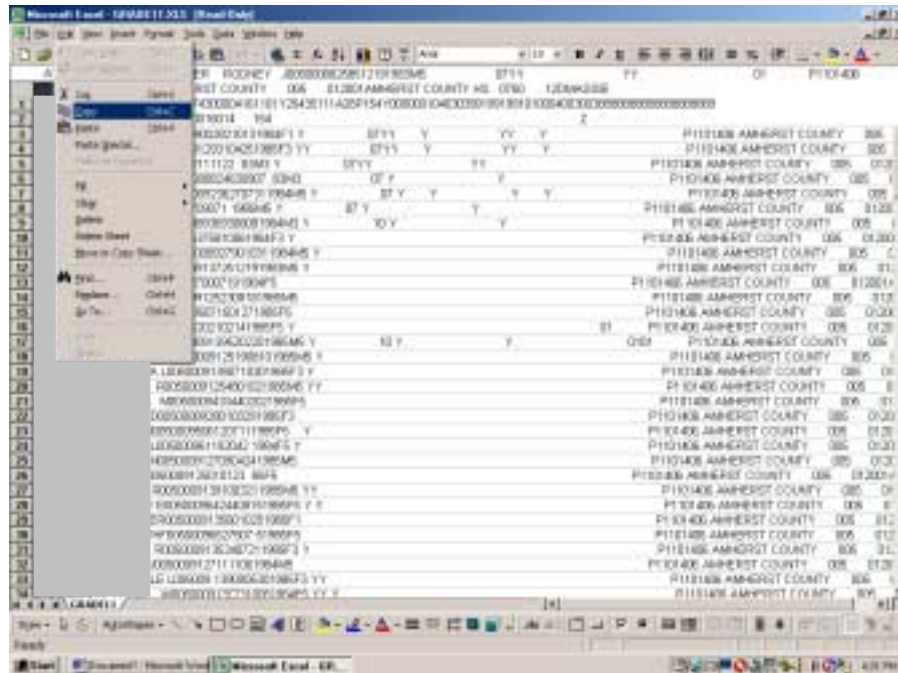
Step 2 (Continued) – A second prompt will appear asking if you really want to change the file name. Select **Yes**.



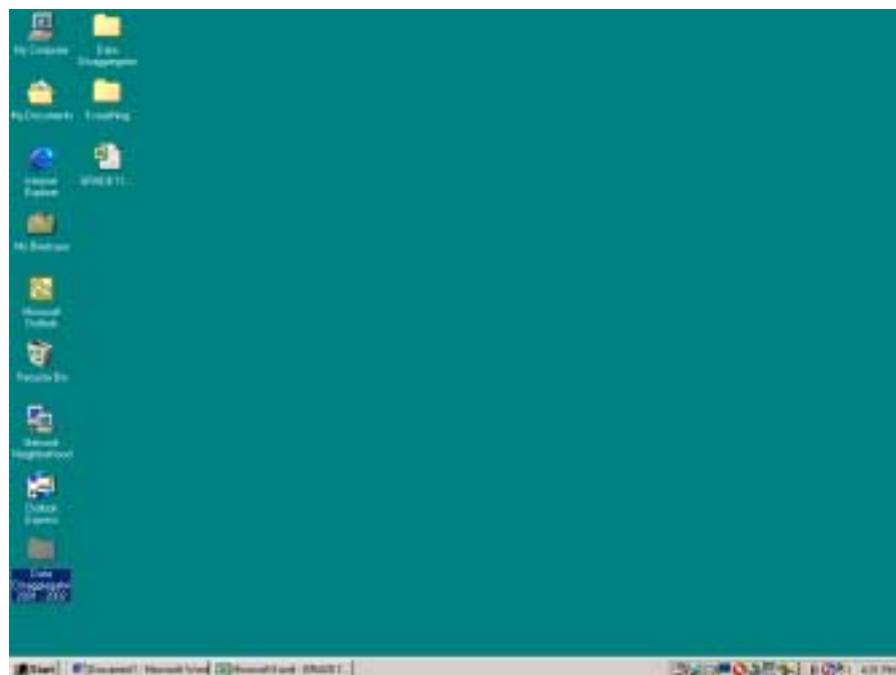
Step 3 – Double-left-click on the GradeXX.xls file icon. This will force the document to be opened in EXCEL. It is still a text-format file, but you have “fooled” EXCEL into opening the file as a spreadsheet. The document should look something like this.



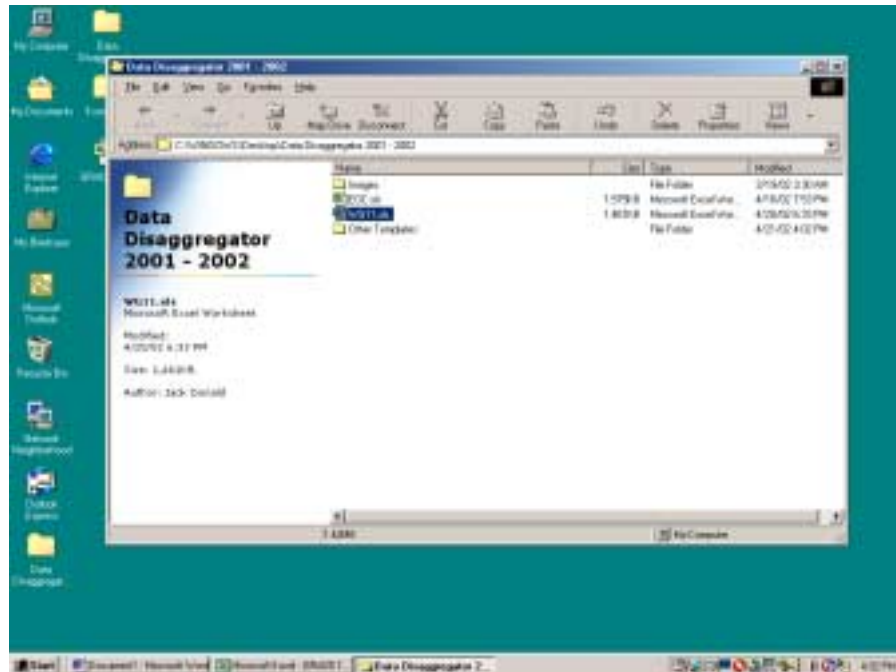
Step 4 – Now move the mouse cursor onto the column **A** cell and single-left-click. This will highlight all of column **A**. Move the mouse cursor to **Edit** on the menu bar – then select **Copy** from the dropdown list. This action copies column **A** to the clipboard.



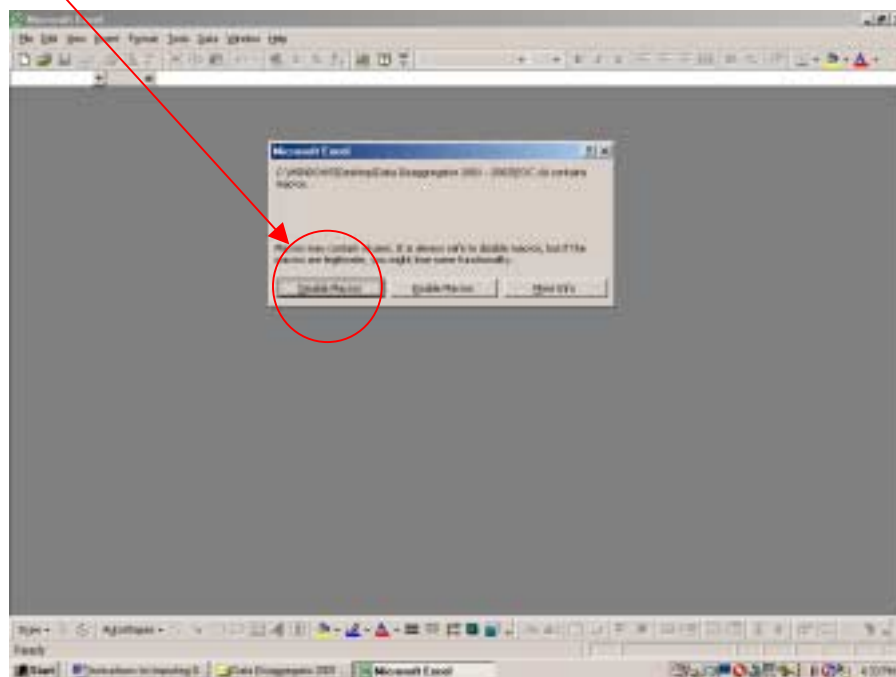
Step 5 – After copying column **A** to the clipboard, you will need to open the corresponding Data Disaggregator template. For this exercise, these templates are stored in a folder named **Data Disaggregator 2001-2002**. You will need to know where your templates are stored.



Step 6 – Double-left-click on the appropriate Data Disaggregator template – in this case, WG11.xls, the template for Grade 11 Writing.

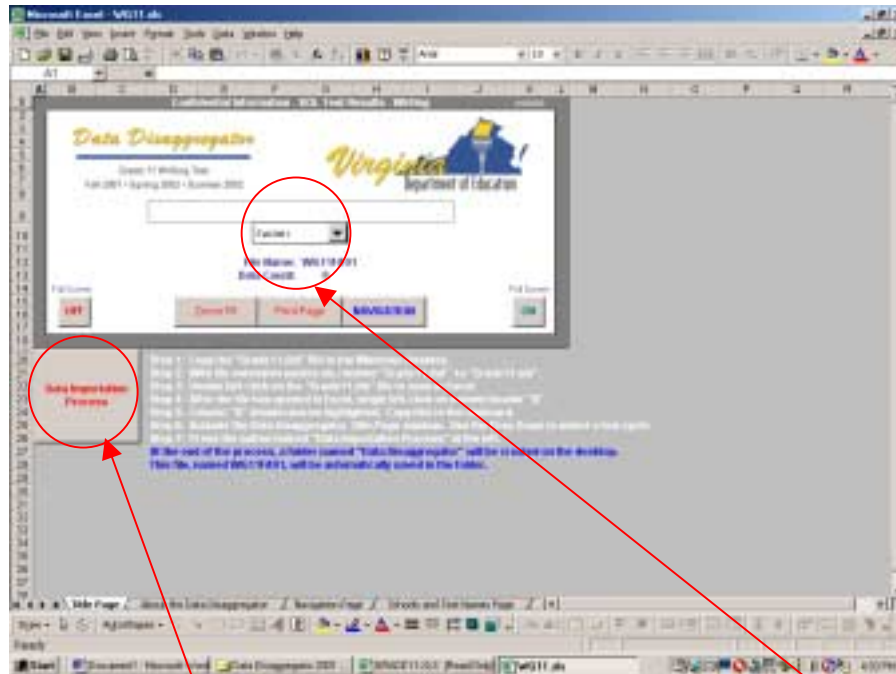


Step 7 – Prior to the template loading into EXCEL, you will have to enable the macros embedded in the template. One of two prompts will appear – for the one shown below, select **Enable**. The alternate prompt (not shown) requires selection of **Yes** in order to enable the macros.





Step 8 – The template should open with a Title screen similar to the display below. A reminder – if you set your display setting to a minimum resolution of 800 x 600, you should be able to see the screen shown below. If not, you may have to scroll down the screen in order to locate the button named *Data Importation Process*.



Step 9 – Single-left-click on the test cycle dropdown to select the test time-of-year. Single-left-click on the button named *Data Importation Process*. From this point, the rest of the import process is totally automated. The data will be imported into the template, parsed into individual fields, and separated into student records. Once the process is complete, a folder named *Data Disaggregator* will be created on the desktop, and the newly created file will be saved in this folder. You will be able to access this file to work with disaggregation of test results.

A note of caution – if the name of the school division did not show in cell D9 (the box outlined above the test cycle date, then the data from the CD doesn't match the Data Disaggregator template being used. You need to start over – matching up the correct data format with the Disaggregator template.

A second note of caution – in order to rename any completed template, you must use the *Save As* command from the *File* menu. Renaming a file in any other way will prevent the macros from working properly. However, you may copy or move the complete template from one folder to another without any problems.